

Town of Belmont, Massachusetts - Income and Expense Statement
FOR FISCAL YEAR 2019, THE DUE DATE IS THURSDAY, MARCH 1, 2018, 4:00 P.M.

Map: _____ Parcel: _____ Suffix: _____ Unit: _____ Class: _____
 Street#: _____ Street: _____

INCOME AND EXPENSE STATEMENT (for the prior year ending 12/31)

Contract Rent _____
 Percentage Rent _____
 Expense Escalation paid by tenant _____
 Utilities paid by tenant _____
 Real Estate Tax paid by tenant _____
 Parking paid by tenant _____
 Common Area Maintenance Fees _____
 Other Rent _____
 Total Revenue _____

**IF NO PART OF THIS PROPERTY IS
 LEASED TO ANOTHER PARTY,
 PLEASE CHECK HERE: _____**

RETURN COMPLETED FORM TO:
Town of Belmont
Board of Assessors
P.O. Box 56
Belmont, MA 02478

OPERATING EXPENSES:

Management Fee	_____	Commissions	_____
Administrative	_____	Gas	_____
Payroll & Fringes	_____	Electric	_____
Utilities	_____	Heat	_____
Cleaning	_____	Water/Sewer	_____
Repairs/ Maintenance	_____	Common Area Maintenance	_____
Real Estate	_____	Security	_____
Insurance	_____	Snow Removal	_____
		Legal/Accounting	_____
		Other Expenses	_____
		Total Expenses	_____
		Net Operating Income	_____

Note: Depreciation, mortgage payments, income taxes, and capital improvements are not allowable operating expenses

Tenant Name/ Unit No	Square Foot Area Leased	Term	Start Date	Annual Rent	Rent Per Square Foot

Signature _____ **Number (** _____ **)** _____ **-** _____